

**COMMAND SPONSORSHIP CHECKLIST  
FOR  
SOLDIERS IN EUROPE**

*Developed for Soldiers who want their Family to join them in Europe*

- ☐ 1. Upon arrival at your permanent duty station contact your local Military Personnel Division (MPD) to start the paperwork. You will need:
- request for Command Sponsorship using the DA Form 4187 (Personnel Action), signed by your commander
  - copy of your orders
  - proof of Family member status (birth certificate, marriage license, etc.)
  - completed Part A of the DA Form 5888, Family Member Deployment Screening Form, authenticated by your local Military Personnel Division\*
  - proof of custody
  - location and point-of-contact information for Family members.

*NOTE: If deployed, Part A of the DA 5888 can be authenticated electronically by Personnel.*

- ☐ 2. Notify your Family of the process (see diagram on reverse side)
- ☐ 3. Make sure your Family is enrolled in DEERS and TRICARE, if not already enrolled
- ☐ 4. Be aware that you will have a 36-month accompanied tour requirement upon approval of Family travel and have 12 months remaining in Europe after arrival or acquisition of Family members. You may be required to extend or re-enlist in order to meet tour requirements.
- ☐ 5. Contact your local Army Community Service (ACS) Exceptional Family Member Program (EFMP) Manager if you have any questions concerning Family members with special medical or educational needs

\* Contact your local Military Healthcare Facility EFMP Case Coordinator or ACS EFMP Manager for assistance with the stateside screening process. Please see the diagram explaining this process on the reverse side of this checklist. This process may take time...so start early.

**START EARLY AND KEEP INFORMED OF THE PROGRESS  
OF YOUR REQUEST**